

# COLORADO WING STAFF VISITATION REPORT

## INSTRUCTIONS

This form will be used by wing/group staff members to report visits to subordinate units. A copy of the completed form will be forwarded to the group/wing commander for review.

NAME OF UNIT:

PURPOSE OF VISIT:

DATE OF VISIT:

NAME OF COMMANDER:

PEOPLE PRESENT:

SENIORS:

CADETS:

VISITORS:

CIVIL AIR PATROL MEMBERS IN UNIFORM:

NOT IN UNIFORM:

DESCRIBE ACTIVITIES BEING CONDUCTED:

## OBSERVATIONS:

POSITIVE:

PROBLEM AREAS NOTED:

NAME & GRADE OF STAFF MEMBER:

POSITION

Copy for File

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Copy forwarded to unit

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Copy forwarded to commander for review

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